Subject: Re: Quick Favor
From: David Ernest Galaviz <dgalaviz@usc.edu>
Date: 8/3/18, 12:18 PM
To: Solomon Rivera <solomon.rivera@lacity.org>
CC: Michelle Garakian <michelle.garakian@lacity.org>

Solomon - Ok, thanks for including Michelle. 500+ is definitely bigger than the USC Village Community Room. Galen might be a possibility, and we have asked about availability. I don't believe Davidson can fit 500. The only other spaces we have that large are Town & Gown, Bovard Auditorium (which can fit 1200), or the Ronald Tutor Campus Center. The challenge with these places is they are expensive. I am going to check other possible locations with our events folks.

There are two possible Expo. Park venues that we recommend when USC venues are tight - The Expo. Center Auditorium. It's a City Rec. and Parks facility, but it may not be big enough. Belinda Jackson is still contact. Also, the California Science Center also has a large auditorium. I can provide those contacts if needed.

David Galaviz
Executive Director
USC Local Government Relations
213-743-2231

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From: Solomon Rivera <solomon.rivera@lacity.org>
Sent: Friday, August 3, 2018 12:07 PM
To: David Ernest Galaviz
Cc: Michelle Garakian
Subject: Re: Quick Favor

Thanks David. I found Tom's email yesterday and sent him the request also. Curtis Earnest was also going to put in a call to him. We're looking for space for 500+, which is why my boss recommended Davidson or Galen. I'm looping in Michelle Garakian, who you may have know form MEG's office, and is now Asst. GM of the Dept of Cannabis Regulation. She's been point on these workshops and can answer these questions.
Best,
SR

On Fri, Aug 3, 2018 at 10:46 AM, David Ernest Galaviz
<dgalaviz@usc.edu<mailto:dgalaviz@usc.edu>> wrote:
Solomon - So sorry for the late response. Tom can be reached at sayles@usc.edu<mailto:sayles@usc.edu>. I also recommend reaching out to his assistant Janice at jhsia@usc.edu<mailto:jhsia@usc.edu>. I will also give him a heads up, and I will start looking at Galen or possibly Davidson, although Davidson doesn't really do as many public events as changed their room capacities.

A few questions - What is the capacity you are expecting? We also have the USC Village Community room, but that capacity is between 30-50+ depending on the set-up. The great thing about the Village community room is that parking is free. We can look into Galen, but there are costs for room/parking that someone would have to incur. We may have a small budget for this.

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From: Solomon Rivera <solomon.rivera@lacity.org<mailto:solomon.rivera@lacity.org>>
Sent: Thursday, August 2, 2018 5:35 PM
To: David Ernest Galaviz
Subject: Quick Favor

Hi David,
I was looking for contact info for Tom Sayles, to ask for help in booking an event at USC. Can you share contact info for him?
Maybe you can help with the request. . . Our new Department of Cannabis Regulation is looking to hold a workshop on August 15, 6 - 8 PM. It was scheduled at a local park auditorium, but from a similar workshop held in the valley, we know we'll need a bigger venue. Marqueece wanted to look into using Davidson, or Galen. Can you help with that?
Thanks,
S
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Solomon Rivera
Chief of Staff
(213) 473-7008
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